

**CCDP Head Start
Policy Council Minutes
Date: Tuesday, January 28th, 2025
Location: Grace Lutheran Church, Berwick**

Voting Members Present:

Twilla Dowell (CR) Elizabeth "Liz" Hazzard (CR) Kristy Wright (P)

Others Present:

Sandra Elliott Elizabeth "Beth" Hons (P) Sarah Meyer Faith Rierson Audrey Rogucki Rose Stolz

Absent:

*Lisa Brelsford Kaitlyn Floyd (P) *Amanda Henrie (P) Alexis Pantoja (P) *Kerri Shaylor (CR) *Morgana Slodysko
Lisa Shultz (P) *Michelle Talanca (P) *Angela Ulrich (P) *Cassie Weaver *Mercedes Welliver (P) *Rebecca White
*Heather Wolfe

CR = Community Representative
P = Parent
* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on January 28th, 2025, via Zoom. Beth Hons, Chairperson, welcomed members and the meeting was called to order at 9:35 am.

Minutes:

The Minutes from the December 17th meeting were included in the packet. Beth asked members if they had any questions about the minutes, there were none. Beth asked voting members to make a motion to accept the minutes as they were presented. Twilla Dowell made the motion to approve the minutes. Kristy Wright seconded it. The December minutes were voted on and approved.

Reports from Policy Council Officers

Treasurer's Reports:

Financial Reports with In-Kind

The December Financial reports were included in the packet. The Financial reports are a snapshot of our yearly budget. One column shows our actual annual budget, one shows our actual expenses, year-to-date actual expenses, and balances.

The in-kind dollar amount was included in the report along with the breakdown of the grants that we receive. There is still \$45,050 to collect for in-kind for the 24-25 fiscal year. A detailed version of this report is available upon request. Members were asked if they had any questions, there were none.

Charge Card/Credit Card

The December Charge Card/ Credit Card reports were included in the packet. The report is split between Child Care, HSSAP, and Head Start. A detailed version of this report is available upon request. Members were asked if they had any questions, there were none.

Parent Fund

The parent fund report was included in the packet. Berwick is requesting a total of \$100 to purchase food and craft items. Beth asked for a motion to approve the parent fund requests. Twilla Dowell made the motion to approve the parent fund requests. Kristy Wright seconded it. The Parent Fund requests were voted on and approved.

Committee Reports:

Personnel Update

Sandra Elliott, Human Resources Coordinator, submitted her Personnel Update. There was one resignation. Beth asked voting members to make a motion to approve the Personnel Update. A motion was made by Twilla Dowell. Liz Hazzard seconded it. The Personnel Update was voted on and approved.

CCDP Board Report

Twilla noted that the Board approved Policies. Salary scales were approved.

New Business

Self-Assessment Training

Sarah Meyer, Director of Health and Staff Development, gave the training on the Self-assessment.

The purpose of the Self-Assessment is for us to find out in what areas we are doing well in and what areas we need to improve in.

Each service area will work with staff, families, and Policy Council members to collect information for us to examine.

The information that is collected will be in the form of file reviews, observations, surveys, etc. Once that information is collected, reports will be developed for each area. Education/Disability, ERSEA, Family Engagement, Fiscal, Governance/Administration, Health/ Mental Health, and Recordkeeping.

Once each group has created their reports, they will be submitted to the Executive Director who will create a summary report.

This report will highlight all the areas in which our program shows strengths and areas where we can improve. once the report is finalized, it will be presented to the Policy Council, and CCDP Board, and this report will be submitted with our grant application.

Sarah asked members if they had any questions about the Self-assessment, there were none.

Admin & Staff Reports:

Executive Director Report:

Cassie Weaver, CCDP Executive Director, submitted her report for December. The spotlight on Success was from Lisa, Family Engagement Manager. Lisa noted that the Positive Solution for Families (PSF) sessions are being conducted during Parent Groups by Family Service Workers. Donna, Tricia and Stevie are all doing a great job reaching parents. The PSF curriculum is an evidence-based parenting curriculum that provided information on promoting children's social and emotional skills. This curriculum is also offered through our Family Support Program (FSP).

The same information is presented, but it's on a more individualized setting in the home instead of a group setting. Cassie's report included updates on the School Readiness Goals. One of the objectives mentioned was that 75% of children hold their balance for 15 seconds by the end of the program year. The overall goal is to develop large and small muscles for exploration and play. Currently, we are at 87% of children meeting or exceeding this goal. Some strategies in meeting this objective are increasing indoor gross motor activities during inclement weather, providing families with activities that develop large muscles, and encouraging family participation in Active April or other movement cues.

The next objective mentioned was that 75% of children will respond to emotional cues by the end of the program year. Currently, 75% of children are meeting this goal. Some strategies in meeting this objective are increasing the number of books about feelings in the classrooms, providing ongoing support and training for staff about the pyramid model, and continuing implementation of PBIS to support and teach social skills and emotional regulation. There were no questions about Cassie's report. Her report was included in the packet.

Mental Health Report:

Heather Wolfe, CCDP Head Start Mental Health Manager, submitted her report for December.

Heather's report includes the number of children who receive Behavioral Support Services. At this time, one child is receiving *Intensive Behavioral Health Services* in the classroom, and this service is provided by an outside agency. Heather's report included *Program Behavioral Updates* which cover the number of children who are currently receiving support for challenging /unsafe behaviors. There were 5 children in December. 26 BIRs were completed and recorded. There were 6 injuries due to behavioral incidents, these injury numbers included both children and staff. 4 staff injuries and 2 self-injuries.

Heather's report also shows that there is one full year position open at the 5th street center in Bloomsburg. There were no questions about Heather's report. Her report was included in the packet.

Education Report:

Rose Stolz, CCDP Head Start Education Manager, submitted her report for December. GOLD #2 will be due January 31st. The 2nd parent teacher conference will be due on February 28th. Staff will be contact parents to set up appointments. Transition information shared with some school districts. This information includes addresses and phone numbers for children attending kindergarten in the fall. NAEYC accreditation renewal is being completed for

year 4. Rose asked members if they had any questions about her report, there were none. Her report was included in the packet.

Family Engagement Report:

Lisa Brelsford, CCDP Head Start Family Engagement Manager, submitted her report for December. Parent groups met and are going well. Berwick had 3 parents come to the meeting and Bloomsburg had 7. Benton's parent group was cancelled due to parent illness.

Three families are participating in the Family Support Program in Berwick and Bloomsburg.

Celebrations of learning were held in Tina, Carolina, and Danille's rooms in December.

Lisa's report included information on winter donations received during the holiday season.

There were no questions about Lisa's report. Her report was included in the packet.

Family Services Report:

Faith Rierson, CCDP Head Start Family Service Manager, submitted her report for December.

The average daily attendance for the month was 70.75% and our Year-To-Date attendance was 82.34%. 42% of absences for December were due to illness. Other reasons included no transportation, appointments or being out of town.

Our December enrollment was 123, and cumulative enrollment was 126. Family Service Workers have been scheduling applications for the 2024-2025 program year using our updated selection criteria. They are also beginning to process applications for the 2025-2026 year.

We are also working with our community partners to receive referrals. Faith noted that CCDP Head Start will be joining a parent workshop at the Berwick Library. Faith asked members if they had any questions about her report, there were none. Her report was included in the packet.

Health Report:

Sarah Meyer, Director of Health & Staff Development, submitted her report for December. There were 795 breakfasts, and 898 lunches served. The injury report summary was also included. Sarah's report included meetings that she attended in December.

Sarah attended the Admin & Leaders meeting in Gettysburg. It was a great opportunity to network and learn from other Head Start leaders.

Sarah noted that she was happy the way the management team handled a last-minute schedule change at the December PD Day for staff.

An unannounced CACFP reviewer showed up at 5th street on December 17th. They went to visit the Berwick center to monitor each classroom during mealtimes. The reviewer requested documentation which was provided to them. There were areas that needed corrective action, and we are waiting for a follow up from CACFP.

Sarah noted that she helped serve meals at the Janet Weis Children's Hospital for their 30th birthday event.

Sarah's report included tracking information for physicals, dentals, hearing, and vision.

Sarah asked members if they had any questions about her report, there were none at that time. Her report was included in the packet.

Education & Disabilities Report:

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report for December. In the education portion of her report, home visit numbers have been getting better. Berwick Home-Based teacher dropped off food bags/gifts to each of her families.

In the disabilities portion of the report for November, Rebecca reports that 12 children entered the program year with an IEP. Center-based has 8 or 8%, and Home-based has 3 or 13%. The cumulative total of IEPs based on current enrollment is 13 or 11%, this number includes children who were dropped since the program year began.

There are 21 referrals out to the IU and 2 of those were from the last program year. There has been one new IEP developed this program term. The referral numbers are expected to go down as the IU reviews them.

There were no questions about Rebecca's report. Her report was included in the packet.

Parent Group Report

Bloomsburg met on December 16th and had 7 parents in attendance. There were some new parents in attendance and lunch was served. Donna completed the 3rd session of PSF and parents received a copy of the book, Knuffle Bunny. There were no questions about the parent group, all parent group reports were included in the packet.

Open Discussion

Closing:

Beth Hons thanked members for participating today. Beth reminded members about the next meeting which will take place on Tuesday, February 18th, 2025 @9:30 am at the Grace Lutheran Church in Berwick.

Beth asked for a motion to end the meeting. The motion was made by Twilla Dowell, and it was seconded by Kristy Wright. The meeting was adjourned at 10:10 am.

Chairperson Signature & Date


Elizabeth Hons (Jan 29, 2025 12:08 EST)